



DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

Secretary 1

PHI – Community, Family and Health Equity – Chronic Disease and Injury

POSTING DATE: January 6, 2016

CLOSING: January 13, 2016*

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

OPEN TO: Candidates who are on a current certification list

POSITION CONTROL NUMBER: 113264TS **NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: CL 14/\$42,684* - \$56,009 (*NEW State Employees)

NOTE: Candidates must have applied for and passed the **Secretary 1** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Preferred Skills:

1. Experience in coordinating and collaborating with staff on multiple projects within required time frames including supporting staff with major copying/typing jobs, filing, organizing and maintaining contractor files and calendar management.
2. Experience in performing all administrative tasks involved in setting up internal and external meetings, conference calls, statewide meetings and trainings including room reservations, meeting notices, attendance and record keeping as well as other collaterals. (taking minutes, writing summary reports)
3. Experience in making travel arrangements and reimbursements for all staff in the unit.
4. Experience in monitoring supplies and ordering as needed.
5. Experience in receiving, directing visitors and arranging for accommodations (e.g., parking)
6. Experience in Microsoft Word, Excel, PowerPoint and ability to be trained on data entry for program surveys.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

EXPERIENCE AND TRAINING

General Experience:

Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitution Allowed:

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

FAX: 860-730-8386

EMAIL: dph.recruitment@ct.gov

If mail is necessary, please send to:

DEPARTMENT OF PUBLIC HEALTH

410 Capitol Avenue, MS #13PER

PO Box 340308

Hartford, CT 06134-0308

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination.

Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 860-509-7223).
THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860-509-7220.